



# Vacancy Announcement

## VACANCY ANNOUNCEMENT NUMBER: 59

The U.S. Embassy in Cairo is seeking an individual for the position of **Registered Professional Nurse** in Health Unit.

**OPEN TO:** All interested candidates.

**POSITION:** **Registered Professional Nurse** - LES-9<sup>(1)</sup>; FP-5<sup>(2)</sup>

**OPENING DATE:** June 4 , 2015

**CLOSING DATE:** June 18, 2015

**WORK HOURS:** Full-time; 40 hours/week.

**SALARY:** (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-9, step 1 is US \$42,275

(2) Actual FP grade and salary will be determined by the US Department of State.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

### BASIC FUNCTION OF POSITION

This position functions as the U.S. Registered Professional Nurse, or Western European equivalent trained Registered Professional Nurse with comparable licensure. The position is located in the Embassy health unit is under the direct supervision of the Foreign Services Nurse Practitioner. The position will provide the full range of professional nursing services to American and Locally Employed staff. This position is unique among the professional Registered Nurse positions in that the incumbent is expected to perform a broader range of administrative duties and to be able to take over advanced administrative tasks in the absence of the foreign service Health Practitioner. This entails mastering a large volume of administrative guidelines and being able to interpret those guidelines to best benefit our patients.

### QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S. or Western European equivalent is required.
2. Two years of nursing experience and desired to have previous experience teaching at least three of the following health promotion activities; smoking cessation; weight reduction; well child anticipatory guidance; emergency first aid; parental classes; community emergency response; CPR; Safe food

services; health lifestyle; stress management and relaxation; drug and alcohol dependence; and /or HIV prevention.

3. Level IV (fluent) in English is required.

## **SELECTION PROCESS**

### **"Mission policy prohibits pre-selection of applicants."**

Best qualified displaced/RIFed employees will receive priority consideration if no US Citizens Family Members, or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

**Interested applicants for this position must submit the following to be considered:**

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

## **SUBMIT APPLICATION TO**

Human Resources Office

Attention: Lamiaa Hafez or Cindy El Deib



U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City  
Email: [cairojobs@state.gov](mailto:cairojobs@state.gov)

**CLOSING DATE FOR THIS POSITION: June 18, 2015**

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.